
Incident Reporting Instructions – Personal Injury Report

PERSONAL INJURY REPORT (BSS/LCR-500, formerly “Personal Accident Report”)

A printable version of this form is downloadable from "Forms & Publications" under "Quick Links" on the home page or directly from [Personal Injury Report](#). Comments and descriptions follow:

Report Name – The report name is changed to be consistent with the Carnival-Amusement Act (225 of 1966) and ASTM F 1305, Classification of Injuries.

Report What and When? – Refer to the instructions at the top of the form.

- “Within 24 hours of the occurrence, report to the Department all ride-related injuries that require treatment by medical professionals.” – Reference: PA 225 of 1966 408.734 Rule 43(2).
- “Report deaths and serious injuries immediately.” – Reference: PA 225 of 1966 408.734 Rule 43(3)
- “Submit written report within seven (7) days.” – Reference: PA 225 of 1966 408.734 Rule 43(3)
- “Other minor injuries are to be recorded in a first aid log, but do not need to be reported.” – Reference: ASTM F 1305 - 94 section 2.1.

Classification / Degree of Injury – This section has been changed to use the terms from ASTM Standard F 1305 - 94, Classification Of Injuries. All require reporting if the injury is “ride-related”.

- **“Minor Injuries”** – (2.1.3) require treatment including cleansing, over-the-counter medicines or rest
- **“Serious Injuries”** – (2.1.4) require immediate admission and overnight hospitalization and observation by a licensed physician

Ride-Related Incidents / Location of Incident – Consistent with ASTM Standard F 1305-94, we require classification of ride related incidents according to where they occur.

- **“On-Ride Incidents”** – (5.1.3.1) occur on a ride during operation including start-up and shut-down procedures
- **“Loading and Un-loading Incidents”** – (5.1.3.2) occur in loading or un-loading areas while under the control of an operator or attendant

- **“Other Incidents”** – This category should consist of primarily “Queue Line Incidents” which are defined in section 5.1.3.3, and other ride-related injuries that involve for instance: fencing, buildings or scenery related to a ride (section 5.1.3.4).

MIOSHA Fatalities and Catastrophies – The MIOSHA requires reports of employee deaths or hospitalizations of 3 or more employees in the same incident (reference: Section 408.1061 of the Michigan Occupational Safety and Health Act, Pubic Act 154 of 1974). These reports must be made within 8 hours of the occurrence and may be made to the MIOSHA Fatalities and Catastrophes Hotline at 1-800-858-0397.